



# BSB50420

# Diploma of Leadership and Management

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# Course Overview

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.



Envirotech Mentors: 15 Hours/week

Lectures: 5 Hours/week

Workplace project course work on the job  
industry training 15 Hours/week



**Online  
Support**



**Full Duration  
58 Weeks**



**Accelerated  
44 Weeks**



**12  
Units**



**Paid/Unpaid  
Internships**



**Practical  
Components**

# Course Units

## Core units

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

## Elective units

BSBSUS511	Develop workplace policies and procedures for sustainability
BSBOPS504	Manage business risk
BSBSTR502	Facilitate continuous improvement
BSBFIN501	Manage budgets and financial plans
BSBSTR501	Establish innovative work environments
CUAFIM511	Source Funding for Projects

## Skill Sets

Skill Sets are combinations of units of competency which link to a licence or regulatory requirement or defined industry need. This program offer specialised accredited skill sets from the program start date to advance our students quality employment options.

- BSBSS00109 Introduction to Team Management Skill Set
- BSBSS00097 Innovation Leadership Skill Set
- BSBSS00127 Contact Centre Team Manager Skill Set
- BSBSS00101 Business Operations Management Skill Set

# Qualification Outcomes

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

The course enables students to possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

# Skills and Knowledge Development

## **Upon successful completion of the course, students will be able to:**

- Determine and manage project scope by obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.
- Manage time during projects through determining and implementing the project schedule and assessing time management outcomes.
- Manage quality within projects by determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.
- Identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.
- Manage human resources related to projects including planning for human resources, implementing personnel training and development, and managing the project team.
- Link people, ideas and information at all stages in the project life cycle.
- Project communication management ensuring timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.
- Manage risks that may impact achievement of project objectives by identifying, analysing, treating and monitoring project risks, and assessing risk management outcomes.
- Integrate and balance overall project management functions, align and track project objectives to comply with organisational goals, strategies and objectives.
- Present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders.
- Develop critical and creative thinking skills in others within a workplace context.
- Lead and manage effective workplace relationships.
- Develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability.
- Lead teams in the workplace and to actively engage with the management of the organisation.
- Develop and implement workplace sustainability policies and to modify the policy to suit changed circumstances.

# Career Outcomes

- Transport Manager
- Distribution Centre Manager
- Information Services Manager
- Corporate Services Manager
- Public Sector Manager
- Senior Manager (Public Sector)
- Office Manager
- Legal Practice Manager
- Operations Manager
- Warehouse Manager
- Business Development Manager
- Production Manager
- Business Manager
- Project Contract Manager
- Project Leader/Team leader
- Project Manager (industry specific)
- Project Vendor Manager

# Entry Requirements

There are no entry requirements for this qualification.



# About Envirotech

Envirotech Education is an award-winning Australian Registered Training organization (RTO) endorsed by the Australian Skill Quality Authority (ASQA) for delivery of Vocational Education and Training (VET).

Envirotech VET accreditations are offered to: domestic, indigenous, international, and high school students.

Envirotech has in-house expert trainers, mentors, and business developers, who are dedicated to connecting students to an industry journey and will facilitate engagement in real business initiatives and sustainable projects.

## JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 - New Year's Day, 26 - Australia Day

## FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## MARCH

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
27	28	29	30			

3 - Good Friday, 4 - Easter Saturday, 5 - Easter Sunday, 6 - Easter Monday, 25 - Anzac Day

## MAY

S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - Labour Day (QLD)

## JUNE

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8 - King's Birthday (National Except QLD & WA)

## JULY

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 - Royal Queensland Show (QLD)

## SEPTEMBER

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20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

05 - King's Birthday (QLD) & Labour Day (NSW)

## DECEMBER

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

25 - Christmas Day, 26 - Boxing Day



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E D U C A T I O N

**ENVIROTECH EDUCATION**

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